

Happy New Year!!! Here are some important details about the upcoming 2016-2017 ASP/ In Crowd Enrollment Process. Please take note the important dates and process changes.

Group 1: Highlands Residents: Jan. 11 - 22

Highlands Recreation District residents may call or come in to the Registration Office Monday – Friday between 9am and 5pm to enroll for a spot in ASP/ In Crowd.

Group 2: Currently Enrolled Child Care Families (ASP/ IC/ EEC) Lottery: Jan. 25 - Feb 5

To make the process for remaining spots as fair as possible, we're implementing a lottery. All families currently enrolled in full day ASP, IC or EEC (Tigers moving to Kindergarten) are automatically entered into the lottery. Mike Koenig, School Age Director, will contact families as their lottery numbers are drawn. A family will have until the close of the next business day (5pm) to respond and enroll. Mike will attempt contact by phone(s) and email. Any families not offered a space during this round will be placed on a Group 2 waitlist to be contacted should openings occur in the coming months.

Group 3: New Non-Resident Family Lottery Feb. 8 - Feb. 19

Non-Resident families new to ASP/ IC may call the Registration Office to enter the lottery for any remaining spaces. The lottery will occur *after* February 19th. Even if ASP and In Crowd are full, there may be ½ day Kindergarten care openings (see item 3 below for more info). Please call Mike Koenig, School Age Director, with any questions. Any families not offered a space during this round will be placed on a Group 3 waitlist to be contacted should openings occur in the coming months.

A few other tidbits:

1. ASP and EEC staff cannot process registrations. You must speak to Cynthia in the Registration Office or Mike Koenig.
2. If you miss your registration date window, you will be included in the next group's registration process.
3. Our half day Kindergarten ("1/2 –day Kinders") care typically has space. These children must be picked up by 3pm each day to avoid a late fee. However, enrollment in the ½ day program does not secure a priority spot in next year's enrollment.
 - a. Resident families may enroll in ½ day care during the Resident enrollment period. However, please note that if the resident enrollment is higher than expected this year, we may have to implement a resident lottery next year and ½ day Kinders will not have Resident priority.
 - b. Non-residents seeking ½ day care for Kindergarteners may enroll during the Group 2 or Group 3 Lottery. These children must be picked up by 3pm each day to avoid a late fee. ½ day Kinder enrollment does not count as a currently enrolled family during next year's enrollment.
4. Please be prepared to pay the \$75 supply fee plus \$20 per additional day of care at time of registration.
5. If your care needs change before school starts, please let us know right away, as that may make a space available for another child.

If you have any questions, please don't hesitate to contact Mike at 650-341-4251.

Thank you
Brigitte Shearer
General Manager